



Cambridge Public Schools
135 Berkshire St
Cambridge, MA 02141



To: Members of CEA Units A and B
From: Claire Spinner, Chief Financial Officer
Dan Monahan, President, Cambridge Education Association
Date: October 15, 2021
Subject: FY 2022 Instructional Materials Reimbursement Information

The Cambridge Education Association (CEA) Units A and B Collective Bargaining Agreement includes an Instructional Materials Reimbursement for out-of-pocket expenses for classroom supplies and other instructional materials used in the course of their employment with the Cambridge Public Schools.

- ❖ Reimbursement Amount: \$500
- ❖ Dates of Purchase: March 1, 2021 through February 28, 2022.
- ❖ Form Submission Deadline: March 1, 2022. Earlier submissions are strongly encouraged and will result in a quicker turnaround of your reimbursement.

Who Is Eligible?

All members of CEA units A and B who are active employees within the Cambridge Public Schools are eligible. Members on a full-year leave of absence (paid or unpaid) are not eligible. Any member who is on a partial-year leave of absence of 93 or more days or who has a hire date after the 90th day of school is eligible for a partial reimbursement of up to \$250.

Purchases Eligible for Reimbursement

Classroom supplies and other instructional materials and tools that you use to support your work are eligible expenses. Computer peripherals that do not store student information such as mice, document cameras and additional keyboards are also eligible expenses. CPS does not allow non-CPS owned devices, including laptops, Chromebooks and tablets, to connect to the CPSD secure network, to be used with students or to store student data. To be eligible for reimbursement, any such device must be reviewed and approved by the Educational Technology Dept. Any on-line subscriptions, applications and resources must also be reviewed and approved the Educational Technology Dept. Please email Gina Roughton, Coordinator of Educational Technology (groughton@cpsd.us) before submitting these types of purchases for reimbursement. In order to expedite the processing of these reimbursements, please submit a copy of the email from Gina Roughton approving the purchase with your reimbursement submission.

Purchases Not Eligible for Reimbursement

Furniture, non-instructional equipment/material, and professional development expenses are not eligible for reimbursement.

Procedures to Request the Instructional Materials Reimbursement

We are happy to announce that this year we are offering two possible methods for submitting your instructional materials reimbursement request:

1. We are piloting a new, on-line application, **Certify** that will enable you to submit a paperless request. This application will be available in December. We will provide a link and instructions at that time.
2. Alternatively, you may still submit the paper-based **Instructional Materials Reimbursement Form** (attached to this memo) along with copies of your receipts to the CPS Financial Operations Dept.

Regardless of the method you choose, please submit only one reimbursement request per year.

The Instructional Materials Reimbursement is paid to you through your regular payroll check as a non-taxable reimbursement. It is identified as “SD Instructional Materials.” We encourage you to submit your form early –this will result in a quicker turnaround of your reimbursement.

If you have any questions regarding this process, please contact Linda Branco in the Financial Operations Office via email (lbranco@cpsd.us) or by phone at 617-349-6445.

FY 2022 Instructional Materials Reimbursement Form
CEA Units A & B Members Only

Purpose: Reimbursement of up to **\$500** for out-of-pocket expenses for classroom supplies and other instructional materials. Members on a full year Leave of Absence (paid or unpaid) are not eligible. Any member who is on a partial year leave of absence of 93 or more days or who has a hire date after the 90th day of school will receive reimbursement up to \$250.

- ❖ **FY 2022 Dates of Purchase:** **March 1, 2021 through February 28, 2022.**
- ❖ **Form Submission Deadline:** **March 1, 2022.** *Earlier submissions are strongly encouraged and will result in a quicker turnaround of your reimbursement.* Forms received after March 1, 2022 will not be processed.
- ❖ Please submit only one reimbursement form per year.

Instructions

1. If using this form, you must print, attach receipts and submit a paper copy.
2. Complete the chart below by listing each individual receipt. For each receipt, list the purchase date, vendor name and amount. Attach additional sheets if necessary. Please include your name on all sheets.
3. The purchase date must be between March 1, 2021 and February 28, 2022.
4. Please double-check your total calculations!
5. **Original receipts are required.** Please tape your receipts onto 8 1/2 X 11 SHEETS OF PAPER. Please be careful not to cut the date of purchase off the receipt.

Note: furniture, non-instructional equipment/materials and professional development expenses are not eligible for reimbursement.

Purchase Date	Vendor Name and Purchase Description	Receipt Attached (<input type="checkbox"/>)	Amount Of Receipt
		TOTAL	

I hereby certify that the above supplies/materials were purchased for instructional purposes in the course of my employment with the Cambridge Public Schools. **Please Type or Print:**

Name: _____ School/Dept: _____

Title: _____ Date: _____